

Sheldon ISD Job Description

Transportation

Job Title: Student Management /Field Trip Manager

Exemption Status: Nonexempt

Reports to: Director of Support Services

Pay Grade: Aux./6 226 days

Dept./School: Transportation

Date Revised: 5/2018

PRIMARY PURPOSE:

The student management/field trip manager is directly responsible for the cohesive management of all district field trips, and implementing and overseeing a student behavior process. The manager will work closely with campus administrators and parents to improve student conduct and safety while on the bus.

All employees of SISD are expected to act with integrity, support organizational goals, communicate in a clear and respectful manner, championing the needs of our students and drive continuous improvement.

QUALIFICATIONS:

Required:

- High School graduate or equivalent
- Class "B" CDL with P& S endorsements
- State School Bus Driver Certification Course
- Must pass school bus driver physical examination for physical and emotional stability.

Preferred:

- Texas Association for Pupil Transportation (TAPT) Specialist or Supervisor Certification
- Minimum one (1) year as a bus driver in a Texas public school district
- Bi-lingual preferred
- Minimum three (3) years successful supervisory experience in transportation operations

Special Knowledge/Skills:

- Strong organizational, communication, and interpersonal skills
- Documentation and record keeping abilities
- Knowledge of state and federal rules for pupil transportation
- Ability to make critical decisions in pressure situations
- Ability to handle multiple tasks simultaneously

MAJOR RESPONSIBILITIES AND DUTIES:

Reporting directly to the Assistant Director of Transportation, the Student Management/Field Trip Manager performs the following duties:

- Ensure all necessary data is received and shared through the on-line field trip request software
- Organizes and administers field trip selection
- Coordinates the use of district vehicles
- Reviews field trips for time conflicts
- Coordinates with campus administrators for extra routing information
- Schedules outside charter services when needed
- Generates a monthly mileage report and field trip billing
- Implement a district wide student management program
- Communicate with campus administrators on student management issues and parental concerns.
- Become familiar with the district’s onboard camera systems, and be able to pull and maintain video files as documentation.
- Ensure all confidentiality laws and requirements are maintained when viewing or sharing video documentation.
- Assists in dispatch and answer phones
- Drives as a substitute when necessary
- Performs other duties as assigned

WORKING CONDITIONS

The usual and customary methods of performing the job’s functions require the following physical demands: physical mobility, prolonged sitting, repetitive hand and arm motions, some lifting, carrying, pushing, and/or pulling. This position will also require traveling within the district. Mental demands: Maintain emotional control, ability to effectively communicate in both oral and written in English for safety reasons. Environmental conditions: work outside and inside; moderate exposure to extreme temperature (hot and cold) and vehicle fumes.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____